

CENTRAL SCHOOL DISTRICT

Job Title: Paraeducator I

Occupational Group: Instructional

Reports to: Principal/Designee

Pay Range: 16

Date of Board Approval: 7/18/2021

Work Year: 10 months

DEFINITION

Under general supervision, perform a variety of instructional activities; assist in providing instruction to individual or small groups of students; perform routine clerical and supportive tasks; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent, and one of the following:
 1. Associate of Arts degree, or
 2. Completion of two years of study at an institution of higher education (48 semester units), or
 3. Completion of a formal local or state academic assessment test.
- Department of Justice clearance.
- Current TB test with screening every 4 years to remain up to date.

Experience:

- One year of paid or volunteer experience working with multi-age groups of children.

Knowledge and Abilities:

Knowledge of:

Basic concepts of child growth, development, and instructional techniques; student behavior management strategies; proper English usage, punctuation, spelling and grammar; basic mathematical concepts; modern office practices, procedures and equipment; operation of a computer; record keeping.

Ability to:

Utilize instructional materials and procedures; understand and carry out oral and written directions; assume responsibility for properly supervising students; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; meet schedules and timelines; perform routine clerical tasks; operate a variety of office related machines and equipment; provide positive customer service and ability to problem solve, be flexible and adjust assignments on short notice.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Assist instructional personnel with the preparation and presentation of learning materials. **E**
2. Tutor and assist individual students and small groups. **E**
3. Monitor and assist students in drill, practice and study activities. **E**
4. Direct learning activities and functions, and assist in the management of student behavior through the use of positive reinforcement strategies and techniques. **E**
5. Maintain a variety of records and files, which may include confidential and sensitive information. **E**
6. Administer, score and record a variety of assessments. **E**
7. Assist in maintaining an orderly, attractive and positive learning environment.
8. May participate in meetings/parent conferences, as requested.

ESSENTIAL & REPRESENTATIVE DUTIES (continued)

9. Work cooperatively with school site and district staff.
10. Assist students in the operation of a variety of instructional assisted technology.
11. Supervise and monitor students both inside and outside of classroom.
12. Administer routine first aid.

WORKING CONDITIONS

Classroom environment, both indoor and outdoor; possible exposure to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40 lbs.; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.